COLCHESTER BOARD OF EDUCATION
Budget Finance Committee Meeting

Wednesday, October 2, 2024
4:00 PM
Board of Education Conference Room

MINUTES

BOARD MEMBERS PRESENT: Christopher Rivers and Michelle Millington

ADMINISTRATION PRESENT: Assistant Superintendent Jessica L. Kuckel and Director of Pupil Services Eve Hurley

OTHERS PRESENT: Director of Finance and Operations Rachel Linkkila, Assistant Director of Finance and Operations Alexis Cook and Executive Assistant to the Assistant Superintendent Michelle Flynn

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TOWN CLERK

1. *MEETING OPENING

1.1 Call to Order
C. Rivers called the meeting to order at 4:01 PM

1.2 Roll Call
C. Rivers conducted a roll call. Alexander Oliphant not present.

2. PUBLIC COMMENT

2.1 For Public Comments, Please See Bylaw on Meeting Conduct

3. *CONSENT AGENDA

3.1 Approval of Budget Finance Committee Meeting Minutes from June 26, 2024.
Motion by: M. Millington
Motion to approve minutes from June 26, 2024 Budget Finance Committee Meeting.
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

4. *PRIORITY DISCUSSION/ACTION ITEMS

4.1 *Budget Reports

The committee reviewed the June Health Insurance Reserve Report and the Cafeteria Financials Reports for May and June. R. Linkkila pointed out that the Cafeteria is still self funding themselves.

Motion by: M. Millington
Motion to approve the June Health Reserve Report and the May and June Cafeteria Financials.
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

The committee reviewed the July Budget Reports. R. Linkilla discussed the timing of the finance department encumbering salaries. R. Linkkila explained that salaries for certified teachers are encumbered after the September payroll. The salaries for 12 month employees are encumbered by July as reflected in the Monthly Two Year Comparison Report. The committee reviewed some of the accounts that were spent at 90% or more.

Motion by: M. Millington
Motion to approve the July Budget Reports
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

The committee reviewed the August Budget Reports. They reviewed the accounts that were expended at 60% or more and made sure that it was what was the trend from prior years.

Motion by: M. Millington
Motion to approve the July Budget Reports
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

Pupil Services Director Eve Hurley shared the Special Education update. The Special Education budget has continued to trend neutral. The Committee discussed Pupil Services sharing their updates at the regular Board of Education meetings as well as being added to the agenda of the Budget Finance Committee meetings during the school year.

4.2 *Budget Transfers

The Committee discussed the audit findings regarding overdrawn accounts in prior year reports. Rachel Linkklila explained that she was able to clean up prior year account balances to bring each account to $0 rather than leave accounts overdrawn. The committee discussed the budget transfers over $5,000 as well as the budget transfers under $5,000. The Committee then discussed the budget transfers less than $5,000 which include the overage in Pupil Services out of district students, Property Insurance, Curriculum Implementation, Gasoline and Office Equipment Contracts covered by the savings in Instructional Supplies as well as Other Supplies and Materials.

Motion by: M. Millington
Motion to approve transfers that are more than $5,000.00.
Second: C. Rivers

Roll Call: All in favor
Vote: Motion carried

Motion by: M. Millington
Motion to approve transfers that are less than $5,000.00
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

4.3 Update on William J. Johnston Middle School project

The Committee discussed the William J. Johnston Middle School bond process is now complete. The Town was able to have both fees waived that would have been applied due to the audit being completed late. The Town received two checks in the amount of $3,526,691 for the project at William J. Johnston Middle School as well as $48,988 for the project at Pupil Services. The Committee members asked to have the William J. Johnston update added to the regular meeting agenda for the next Board of Education meeting.

4.4 Meeting Dates

The Committee will discuss the next meeting date with Chair Alex Oliphant.

4. ADJOURNMENT

4.1 Adjournment
Motion by: M. Millington
Motion to adjourn.
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

C. Rivers adjourned the meeting at 4:32 PM

Respectfully submitted,
Michelle Flynn, Executive Assistant to the Assistant Superintendent